



## **On-Site Construction Representative (Temporary)**

City of Miami Gardens, FL. (107,000)

Opening Date: 11/04/2011

Deadline: 11/11/2011, or until filled.

Starting Salary: \$70,000 to \$85,000

### **Nature of Work:**

Under regular supervision from Director of CIP Department, the Field Representative will perform all site observation and reporting for a new \$40,000,000 multiple-phased City Hall and Police Department Municipal Complex. The position will be for the duration of the construction which is anticipated to be 18 – 20 months. Job duties to be performed include, but are not limited to writing and distributing Daily Field Reports indicating progress of work, construction issues, material delivery, contractor's manpower, weather conditions, required inspections and testing activities. Candidate will be responsible for all organization and document control for the City's field office.

### **Minimum Requirements:**

High School diploma or GED, higher education in construction management, architecture or engineering desirable, and minimum ten (10) years experience as a foreman or superintendent on large commercial and government construction projects or an equivalent combination of training and experience in construction related fields that provides the required knowledge, skills and abilities. OSHA training and certification is desirable. General Contractors License, Architectural Registration or Professional Engineering License is preferred. LEED certification and experience preferred. The candidate must have experience with Microsoft Word, Excel and Project. Must possess and maintain a valid driver's license throughout employment.

Please send Resume & Official City Application Form to:

**Human Resources Department, City of Miami Gardens  
1515 NW 167th Street; Suite 200  
Miami Gardens, FL 33169  
Fax: (305) 622-8265  
[www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)  
EOE M/F/D/V; Drug-Free Workplace**